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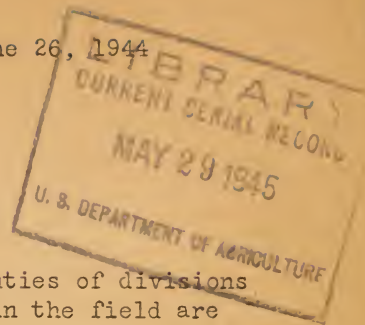
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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

June 26, 1944

COMPLIANCE BRANCH MEMORANDUM NO. 7

Realignments of Responsibilities



Further realignments of functions, responsibilities and duties of divisions and officials of the Compliance Branch in Washington and in the field are made, effective July 1, 1944, as follows:

1. The Investigation Division shall be primarily responsible for the enforcement of all War Food Orders administered by the Office of Distribution, including investigation of all complaints and violations, the preparation of investigation reports, the review of reports for adequacy of coverage and technical and legal sufficiency, and for preparing and recommending cases for referral to the Solicitor or to regional attorneys for criminal, civil, or administrative action.
2. In respect to violations of War Food Orders requiring the use of accountants to examine books and records or to qualify as witnesses to testify in court or in administrative proceedings regarding facts disclosed by books or records, the Accounts and Audits Division shall function as a service agency and shall assign qualified accountants to make such examinations and abstracts of data as may be required on request by the Investigation Division. Copies of audit reports and related data will be furnished to the Investigation Division for inclusion in the investigation report. The Investigation Division, however, will have responsibility for determining the kind and character of evidence to be obtained by accountants and shall have responsibility for the case as a whole.
3. With respect to food order investigations, unless a violation is disclosed, the review of investigation reports for adequacy of coverage and technical sufficiency shall be performed in the originating field office and such reports will not be reviewed again for such purpose in Washington. Whenever a compliance officer determines that an investigation has disclosed a violation, or if the investigation has been made on a request from Washington, copies of the investigation report and all related correspondence and material shall be sent immediately to the Washington office of the Compliance Branch. Otherwise, and unless specially called for, investigation reports involving food order violations will be held and filed in the originating field office and will not be sent to Washington.
4. The case review and case record functions, formerly performed in the Review and Proceedings Division and temporarily lodged in the Office of the Chief of the Branch (Memorandum of April 26, 1944, re organization changes), are transferred to the Investigation Division. Such division shall be responsible (1) for making and maintaining adequate investigation and case

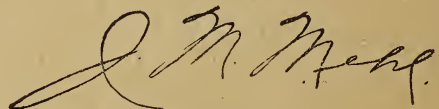
progress records and records necessary to report readily on the work and workload of the division, including compliance surveys, (2) for maintaining up-to-date reference files of food orders, food order amendments and interpretations, food order dockets and background material, and (3) for preparing and supplying appropriate digests of all food orders and regulations, both for use of investigators and accountants according to their respective needs.

5. Mr. Rodger R. Kauffman, Assistant Chief, will serve as Acting Chief of the Commodity Exchange Division, and will have staff responsibility and will render advisory assistance with respect to the work of the Investigation Division. Mr. W. Edwards Beach, as Assistant Chief, will have staff responsibility and will render advisory assistance with respect to the Accounts and Audits Division and the Cost Analysis and Development Division. He will serve also as Acting Chief of the Economic Section of the Commodity Exchange Division. In addition, Mr. Beach will have responsibility with respect to all matters involving economic interpretations and statistical procedures. All material containing statistical tabulations and compilations (including budgetary and fiscal material) should be cleared with Mr. Beach before dispatching. Mr. J. J. Bachmann, in addition to his responsibilities as Chief of the Accounts and Audits Division, will serve as Acting Chief of the Segregated Funds Section of the Commodity Exchange Division.

6. Division chiefs in Washington and heads of field offices (Compliance Officers and Commodity Exchange Supervisors) will report directly to the Chief of the Branch as heretofore. Division chiefs in Washington may correspond directly with the heads of field offices in respect to all subject matter within the jurisdiction of such division which does not involve Office of Distribution or Compliance Branch policy or general instructions or recommended case action.

It is understood that reference herein to divisions includes counterpart units of such divisions in the field and that the Compliance Officer in charge will act for and direct the field work of both the Investigation Division and the Accounts and Audits Division.

This memorandum supersedes all parts of previous memoranda which may be in conflict herewith.



Chief
Compliance Branch